

**State of Connecticut
Department of Social Services
Job Opportunity
INTERPRETER CLERK**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE]

Posting Date: August 4, 2014

Closing Date: August 6, 2014

The Department of Social Services is currently accepting applications for the job classification of Interpreter Clerk. This position will be located in our Willimantic Office.

Open To: The Public and State Employees
Position: Interpreter Clerk (CL-13)
Administrative Clerical Bargaining Unit – NP-3
Position Number # 33084
Salary Range: \$39,709.00 - \$52,100.00 (Annually)
Hours: 8:00am – 4:30pm; Monday thru Friday
Location: DSS Willimantic Office, 676 Main Street

Eligibility Requirement: Fluent in English and Spanish

DUTIES AND RESPONSIBILITIES: Acts as an interpreter for staff in cases and work situations involving non-English speaking clients or individuals; translates letters and other documents; prepares correspondence; may perform general clerical functions such as processing and maintaining records and files; may operate office equipment including personal computers or other electronic equipment; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY: Interpersonal skills; ability to speak, read and write both English and Spanish and to communicate information in either language to clients, staff and others; ability to follow oral and written instructions.

EXPERIENCE AND TRAINING:

Any experience or training which would be expected to provide the knowledge, skills and abilities outlined above.

PREFERRED KNOWLEDGE & EXPERIENCE:

- Demonstrated Customer Service Skills
- Microsoft Word, Excel & Internet Explorer
- Demonstrated Written & Oral Communication Skills

Note: This position will be filled in accordance with Re-employment, SEBAC, and Merit Employment Rules, if applicable.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). State employees must submit their two (2) most recent Performance Appraisals in lieu of references. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory references letters to:

Please **MAIL** all required documentation including CT-HR-12, cover letter and references to:

**Sandra Washington, Principal HR Specialist
Department of Social Services
Human Resources Division
401 West Thames Street, Unit # 102
Norwich, CT 06360**

**APPLICATIONS MUST BE POSTMARKED BY: August 6, 2014 - close of business; and
will be considered incomplete and will not be accepted without all required documentation.**

An Affirmative Action/Equal Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications on women, minorities, and persons with disabilities.